

**Risk Management Office**

**Harford County Public Schools**

**Safety Training Courses**

**Instructions for SafeSchools.Com Online Safety Training**

The following instructions provide a step-by-step guide for accessing your required safety training courses online (via the Internet). You can complete this training in any location where there is an Internet connection. Completing these courses will help to ensure the safety of students and staff in Harford County Public Schools.

**\*\*You need your Employee ID Number to log in. If you do not know it you may contact the Risk Management office at x5326 or x5286, or Human Resources.**

**Log on to the online training program:**

1. Using your web browser go to the web page <http://hcps.md.safeschools.com>. (No “www” is necessary.)
2. To access your assigned training, enter the following in the area marked username: <EmployeeIDNumber> Example: **12345** (Your Employee ID is in the upper right corner of your pay stub.) Click on the “**LOGIN**” box to log in to the training site.
3. Verify and click “**LOG ME IN**”
4. Your assigned course or courses will be listed under “**Mandatory Training**” on your personal Home page (if no courses are listed please contact the Risk Management Office).
5. Select a course by clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the audio. Complete all the scenarios in each course and the assessment to receive completion credit.

**NOTE:** The program will run over a dial-up Internet connection but a high-speed

Internet connection is recommended.

For any toll-free technical support, call 1-800-434-0154, ext. 5

**Helpful Hint:** If you finish a section of the course and are not sure what to do next please reference the vertical column of buttons on the left hand side of the screen and be sure to complete each one of those sections of the course.

*Thanks for making Harford County Public Schools a safer place to work and learn!*